



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



**DO NOT USE FOR**

\* Contractor  
vehicle permit

**OR**

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### **Step One:**

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### **Step Two:**

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

Date of Event: 08/28/2022 Time: From: 11A am/pm to: 3:30P am/pm  
Name: Kristina Lesley Organization: Drug Free Coalition of Tippecanoe County  
Street Address: 100 Saw Mill Rd Suite 2201  
City: Lafayette State: IN Zip Code: 47905  
Contact person(s): Kristina Lesley Phone Number(s): 765-586-5655  
Email: kristina@df Tipp.org  
Event Description: Overdose Awareness Day  
Caterer: \_\_\_\_\_ Caterer's Phone Number: \_\_\_\_\_

### **This event will utilize the following venues (check all that apply):**

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other \_\_\_\_\_

### **This event will include the following elements (check all that apply):**

- Estimated Attendance: 300 ☐ Private Trash Hauler (must be removed by 8am following day)  
☒ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages  
☐ Restroom Facilities (required for events 4+ hours) ☒ Tents/Canopies  
☐ Alcohol (security is required) ☐ Security (required when serving alcohol)  
**Not sure if you need an A&E Permit? Go to:**  
☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>  
☐ Stage ☐ Fireworks ☒ Outdoor cooker/grill ☐ Other \_\_\_\_\_

### Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☒ City Equipment: Trash totes, other \$25

**Timetable** (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

### Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☐ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- ☐ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
  - Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 25 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ 50 (optional)
- ☒ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_  
Not sure if you need an A&E Permit? Want more information? Go to: <http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)



**USER AGREEMENT:**

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefrom, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

Date: \_\_\_\_\_

"User"

By: \_\_\_\_\_  
Signature

Printed: Kristina Lesley

Date: 5/31/2022

6/1/2022

Tippecanoe County Drug Free Coalition  
100 Saw Mill Rd. Suite 2201  
Lafayette, IN 47905  
(765) 471-9916

To Whom it May Concern:

The Drug Free Coalition of Tippecanoe County is requesting the closure of a section of Main street in downtown Lafayette on the date of 8/28/2022 for our annual Overdose Awareness Day event. We are requesting the closure of Main street between 3rd and 4<sup>th</sup> Streets. We will need barricades at the end of Main at each of those intersections. (See attached map). We will need this road closure between the hours of 11am to 3:30pm. We expect that there will be between 20-30 resource booths as well as a proclamation by a County Commissioner and a guest speaker. Phoenix Paramedic Solutions will be providing free food by means of a roasting a hog on site with a slow roaster. This annual event includes a time of remembrance for those who have lost their lives to overdose, something the Coalition and other agencies is trying to prevent. In previous years this event has been held at Columbian Park, but we hope to attract other guests in a more public and noticeable setting as well as be able to provide resources.

Please feel free to contact me with any other concerns,

Sincerely,  
Kristina Lesley  
Director  
Drug Free Coalition of Tippecanoe County  
[kristina@dftipp.org](mailto:kristina@dftipp.org)  
765-471-9916

6/1/2022

Tippecanoe County Drug Free Coalition  
100 Saw Mill Rd. Suite 2201  
Lafayette, IN 47905  
(765) 471-9916

To Whom it May Concern:

It is the intent of this letter to Inform you and your business that The Drug Free Coalition hopes to host their annual Overdose Awareness Day event on Main Street this year. It is our hope to close Main Street between 3<sup>rd</sup> and 4<sup>th</sup> Street. This event will take place on Sunday, August 28<sup>th</sup>, 2022 between the hours of 11am and 3pm. We will begin with a proclamation on the courthouse lawn. A hog roast will take place and approximately 20-30 resource booths. We will have a time of remembrance for those lives we have lost to overdose. This matter will be heard by the City Board or Works on June 21<sup>st</sup>, 2022.

My contact information is as follows:  
Kristina Lesley – Director  
Tippecanoe County Drug Free Coalition  
[kristina@dftipp.org](mailto:kristina@dftipp.org)  
765-471-9916

Lafayette City Clerk:  
Cindy Murray  
20 N. 6<sup>th</sup> Street Lafayette, IN 47901  
765-807-1021

Sincerely,

Kristina Lesley

Avantage Title



Vault

La Scala Italian  
Italian • \$\$



La Scala Italian

Purdue Federal  
Credit Union



Purdue Federal

La Scala Italian

Main St



The Black Sparrow

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Tippecanoe County  
Building Commission

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Tippecanoe County

Tippecanoe County

Tippecanoe County

Tippecanoe County

Old U.S. 231

Columbia St

Old U.S. 231

Stall & Kessler's  
Jewelry store

Stall & Kessler's

Stall & Kessler's

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Joyride Hair Studio

Joyride Hair Studio

Joyride Hair Studio

Old U.S. 231

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BB&C Attorneys at Law  
| Bennett, Boehning...

BB&C Attorneys at Law

BB&C Attorneys at Law

Old U.S. 231

Tippecanoe  
County Courthouse

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/29/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Mitchell Agency, Inc. 2800 Ferry St Lafayette IN 47904	<b>CONTACT NAME:</b> Dwayne Goad <b>PHONE (A/C, No, Ext):</b> 765-742-1135 <b>E-MAIL ADDRESS:</b> dag@mitchellagency.com <b>FAX (A/C, No):</b> 765-742-4077
<b>INSURED</b> The Coalition For A Drug Free Tippecanoe County 100 Saw Mill Run, Suite 2201 Lafayette IN 47905	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> AUTO-OWNERS INSURANCE COMPANY <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 2067666810**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			09478913	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Lafayette, IN is also listed as Additional Insured.

Reference: Sunday August 28, 2022 Coalition Resource Fair

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

City of Lafayette, IN  
20 N 6th Street  
Lafayette IN 47901

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MISCELLANEOUS PAYMENT RECPT#: 3248936  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 05/31/22 TIME: 09:48  
CLERK: sscott DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: EVENT REQUEST

CHARGES:  
APG1 APPLICATION FEE 25.00  
BARR BARRICADE 25.00  
SPEQ SPECIAL EVENT E 25.00  
AMOUNT PAID: 75.00

PAID BY: DRUG FREE COALITION  
PAYMENT METH: CREDIT CARD  
MC#1592 EX 1022

REFERENCE:

AMT TENDERED: 75.00  
AMT APPLIED: 75.00  
CHANGE: .00